

# MICHIGAN AFTER-SCHOOL COLLABORATIVE CONFERENCE

April 27, 2007 – Hyatt Regency Dearborn

To: Non-profit agencies, associations and organizations

From: Laurie Nickson, Conference Coordinator  
Michigan After-school Collaborative Conference

The Michigan Department of Education, in collaboration with state and local agencies, associations, and organizations, sponsors the Michigan After-school Collaborative Conference (MACC). The conference is at the Hyatt Regency in Dearborn, Michigan, April 27, 2007. The MACC is for Michigan's out-of-school-time community including teachers, on-site staff, administrators, child care providers, and parents.

You are invited to exhibit at the conference Friday, April 27<sup>th</sup>, 8:00 a.m.–4:00 p.m. You may supply print materials and, if applicable, conduct direct sales; displays are to be tabletop displays. The fee for non-profit entities is \$60.00 per table, maximum of 2 tables. One conference lunch, per table, is included in the table fee.

**The reservation deadline is Thursday, April 5, 2007. Exhibit space is limited and may fill prior to the reservation deadline.** Space will be assigned according to the date the reservation form, with payment, is received.

The exhibit schedule for Friday, April 27 <sup>th</sup> is:	Set-up:	6:30 a.m. – 8:00 a.m.
	Exhibits:	8:00 a.m. – 4:00 p.m.
	Teardown:	4:00 p.m. – 5:00 p.m.

Please complete the Exhibit Reservation Form for Non-profit Entities and mail, with payment, to the address on the form, or apply on-line with credit card payment at [www.misaca.org](http://www.misaca.org).

The conference rate for a single or double room at the Hyatt Regency is \$89.00. The housing reservation deadline is April 5, 2007. There is ample free parking at the hotel; valet parking is available for a fee.

If you have questions or if I can be of assistance, please contact me by phone, 517-336-9700, x305, or by email, [lnickson@miaeyc.org](mailto:lnickson@miaeyc.org). I look forward to your participation.

**Office use only**

Date Received: \_\_\_\_\_

# of Tables: \_\_\_\_\_

Electricity: \_\_\_\_\_

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**Exhibit Reservation Form for Non-profit Entities****Exhibit fee:** \$60.00 per table, maximum of 2 tables**Payable to:** **MACC–MiSACA** (Fee must accompany form and is non-refundable)**Payable by:** Check, money order, credit card (MasterCard or Visa only)**Deadline:** April 5, 2007 (Space may fill prior to deadline.)Complete and return this form, with appropriate fee and signature\*, to: **MACC - MiSACA**  
P.O. Box 16128  
Lansing, MI 48901-6128**REQUEST:** **1** 1 table at \$60.00 \$60.00**Electricity?** \_\_\_\_\_ 1 additional table at \$60.00 \_\_\_\_\_

\_\_\_ Yes \_\_\_ No \_\_\_\_\_ Conference lunch\*\* \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

\*\*One complimentary lunch per paid table; additional lunches are \$15 each.

**Vegetarian?** Lunch 1: \_\_\_ Yes \_\_\_ No Lunch 2, if applicable: \_\_\_ Yes \_\_\_ No**Credit Card Payment Information**

\_\_\_ MasterCard \_\_\_ Visa Account # \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_  
Month/Year 3 digit code on back of card: \_\_\_\_

Name of Cardholder (print) \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Cardholder billing address Street \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

**\*On behalf of my company, I accept the MACC Exhibit Policies.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Representative(s) Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

attending: Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Description of product(s) to be displayed/sold \_\_\_\_\_